



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local and Intermediate School District Superintendents,
Public School Academy Directors, Public Universities and Community Colleges,
Public School Academy Authorizers

FROM: Tom Watkins 

DATE: September 2, 2004

SUBJECT: 2004-2005 Competitive Charter School Planning/Implementation Grant—Tenth Cycle

The Michigan Department of Education is pleased to announce the Planning/Implementation part of the 2004-2005 Charter School Grant Program--Tenth Cycle. This competitive grant program is supported through funds from the United States Department of Education.

The purpose of the federal Charter Schools Program is to expand the number of high-quality, innovative educational programs and provide financial assistance for planning, program design, and initial implementation of public charter schools. The purpose of this grant is to award funds to eligible applicants for *planning* and *initial implementation* of a public school academy.

The 2004-05 Charter School Planning/Implementation Grant Application must be completed and submitted using the Michigan Electronic Grants System (MEGS). This system is located at <http://meis.mde.state.mi.us/megs> and requires a MEIS Login and Password, as well as the appropriate level of access to MEGS. Access levels for operational public school academies are granted by the Authorized Official(s) for the academy. Access for pre-operational academies may be obtained by contacting Kim Sidel at 517/373-3345. Applications will be made available beginning Tuesday, September 7, 2004. The application criteria can be found on the Michigan Department of Education website under the section "What's New": http://michigan.gov/mde/0,1607,7-140-6530_6559_6558---.00.html. Applications must be submitted by **Friday, October 8, 2004**.

Questions about the Charter School Grant Program or the application materials may be directed to Greg Olszta in the Public School Academy Program at 517/241-4715.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • HERBERT S. MOYER – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • ELIZABETH W. BAUER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

**Michigan Department of Education
Public School Academy Program**

APPLICATION FOR 2004-2005 CHARTER SCHOOL PLANNING/IMPLEMENTATION GRANT

TENTH CYCLE

**No Child Left Behind Act
Title V, Part B, Public Charter Schools Program
In Cooperation with the U.S. Department of Education**

INTRODUCTION

The Michigan Department of Education (MDE) is pleased to announce the 2004-2005 Charter School Planning/Implementation Grant – Tenth Cycle. The program is supported under Title V, Part C, Public Charter Schools Program, No Child Left Behind Act. In Michigan, charter schools are referenced in statute as “Public School Academies;” however, in this grant announcement they will be referred to as “charter schools.” The Michigan Department of Education (MDE) was successful in receiving a grant under this program for **\$21,000,000** over a three year period to support qualified public school academy developers, those public school academies in the initial phases and years of implementation, and to assist those public schools that wish to convert to public school academies. The MDE retains five (5) percent for administration.

The application will be available through the *Michigan Electronic Grants System (MEGS)*, and must be received at the Michigan Department of Education by **Friday, October 8, 2004**.

GRANT PURPOSE

The purpose of this announcement is to solicit proposals from new public school academies that meet the following objectives:

1. To expand the number of quality, research-based and educationally diverse public school academies throughout the state by support efforts of charter school developers and organizers;
2. To assist existing public schools wishing to systemically reform to convert to charter “status;” and
3. To assist newly approved and operational charter schools in meeting their identified planning, start-up, conversion, and implementation needs.

This grant and the federal statutes that accompany it require strict and full adherence to the PCSP “single grant standard.” This “single grant” provision says that if you receive a grant under this competition, you are eligible for up to thirty-six (36) months of total allowable funding dependent upon the date of the grant award, the date of authorization of the charter school, and the availability of federal funds. Public school academies must be tuition-free and non-discriminatory in all policies and procedures.

Notification of this grant will be made available to Michigan Intermediate School Districts, Local Educational Agencies, Public Universities, Community Colleges, organizations, and other interested persons. It will also be posted to the Michigan Department of Education website at <http://www.michigan.gov/mde> “grants.”

GRANT PRIORITY AREAS

The Grant Priority Areas for the Charter School Grant Program include the following:

- Ensuring early childhood literacy;
- Increasing parent involvement and parent satisfaction;
- Enhancing the level and effectiveness of serving underserved, special needs and at-risk students/children;
- Expanding choice options in geographic areas with concentrations of high priority schools (those that require improvement, correction or restructuring);
- Ensuring excellent and highly qualified educators;
- Ensuring educators and students embrace the Information Age;
- Ensuring curriculum alignment with state standards and benchmarks;
- Enhancing variety in approaches and innovation in choice options;
- Ensuring achievement of federal and state accountability standards;
- Developing and implementing partnerships between charter and traditional public schools, intermediate school districts and other community organizations to sustain community and school integration.

ELIGIBLE/LEGAL APPLICANTS

Eligible applicants include:

- Public school academies who have not received a federal Charter School Grant and are within their first thirty-six (36) months of operation; and
- Public school academies planning on opening by Fall 2005.

Planning/Implementation grant awards are specific to the proposed or authorized public school academy and the community targeted at the time that the application is submitted. The competitive grant award is based upon the projected need of the community identified, students to be served, and how the charter school will address those needs. If a proposed charter school is awarded the Planning/Implementation grant and changes the originally identified community location of the project, the grant will not transfer to the school in a new community location without substantial post-award documentation of the identical need of the community and the essential applicability of the original proposal to the school in its new location.

Grant award recipients that later change the name of the school must provide the written assurance of the authorizing entity that the public school academy authorized is essentially the same school originally awarded the grant.

The term "legal applicant" is the name of the proposed academy and "contact person" is one who is working with an authorized public chartering agency participating in a partnership with a developer to establish a charter school.

GRANT RANGE

During this three year grant cycle, funds up to \$150,000 per year may be awarded for activities consistent with the grant criteria.

All funding will be subject to approval by the Superintendent of Public Instruction, based on reviewer ranking, comments, availability of funds, and Department recommendations.

LENGTH OF AWARD

Planning and Implementation grants may be awarded for a period of up to three years, with no more than 18 months used for planning and program design, and no more than two years used for initial implementation of the charter school.

If a competitive Planning/Implementation proposal is designed to expend funds under both the Planning and Implementation portions of the grant, the date of approval for expenditure of the Implementation portion will determine the start of the 24 month maximum time allowed for use of these funds. In no situation is more than 36 months permitted for expenditure of the Planning and Implementation grant awards. The start date of the Planning/Implementation grant award is determined by the date of the Grant Award Notification letter signed by the Superintendent of Public Instruction.

Please consider this information carefully in determining the time-frames for your proposal for expenditure of funds for both the Planning and Implementation portions of the grant. Allowable expenditures differ dependent upon whether the grant is for Planning or Implementation activities.

REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement.

CLOSING DATE

The application **must be received by Friday, October 8, 2004.**

REVIEW PROCESS AND FUNDABLE ACTIVITIES

All applications will be evaluated using a peer review system. Award selections will be based on merit, quality and thoroughness, as determined by points awarded for the ***“Review Criteria”*** and all relevant information. All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent’s action.

Applicants may wish to refer to the Michigan Department of Education’s *“Proposal Development Guide”* for additional assistance in developing their proposal. This guide may be found under http://www.michigan.gov/documents/propdevguide_13484_7.pdf.

Applicants must focus on one or more of the allowable activities listed below. Under the allowable activities described in Public Law 107-110, Title V, Part B, Section 5204 (f)(3), grant funds must be used for the following:

PLANNING GRANTS:

1. Post-award planning and design of the educational program, which may include —
 - a. refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
 - b. professional development of teachers and other staff who will work in the charter school; and

IMPLEMENTATION GRANTS:

2. Initial implementation of the charter school, which may include—

- a. informing the community about the school;
- b. acquiring necessary equipment and educational materials and supplies;
- c. acquiring or developing curriculum materials; and
- d. other initial operational costs that cannot be met from State or local sources.

PAYMENT SCHEDULE

Payments to the grantee will be made upon filing the Department's "Expenditure/Request Form, DS-4492A." The grantee is permitted to request advance payments not exceeding actual immediate cash needs and reimbursement up to the total amount of the award. "Immediate cash needs" means that the recipient needs funds within **30 days** to pay bills incurred. No monies will be released until the academy is authorized and the chartering documents are received and reviewed in the Public School Academy Program. Applicants receiving federal charter school grant awards must receive authorization from an eligible authorizing entity by August 31, 2005.

PERFORMANCE REPORTING

As a condition of receiving Charter School Grant Program funding, all recipients will provide the Department with a progress report of their performance in meeting program objectives set forth in the application for grant. The performance reports should address the outcomes of the objectives that were outlined in your narrative and should clearly describe how the activities of the grant period met, or failed to meet, proposed goals and objectives. The reports are due on the following dates and will be completed via the *Michigan Electronic Grants System (MEGS)* via the web:

Monday, April 11, 2005

Monday, October 31, 2005 or 30 days after completion of project (Final Report)

A form for the performance reports will be sent to those successful applicants via electronic format.

FINANCIAL REPORTING

The Department's "**Final Expenditure Report Form, DS-4044**" is used for final financial reporting and is completed online **Wednesday, November 30, 2005 or 60 days** after completion of the project. Failure to complete the DS-4044 could result in **loss of funding** in which the academy must repay to the Michigan Department of Education.

FINANCIAL AUDIT

The Michigan Department of Education reserves the right to conduct a financial audit of the subgrantee's program expenditures at any time during the subgrant period.

PLANNING/IMPLEMENTATION FUNDING

The 2004-2005 Charter School Grant Program is in its' Tenth Cycle of funding. If federal funds continue to be appropriated under the Charter Schools Grant Program, grants will again be available in the future.

WHERE TO OBTAIN ASSISTANCE

These materials are issued by the Michigan Department of Education, Public School Academy Program and are the sole point of contact in the state for this program. Questions should be directed to the Public School Academy Program, Office of School Improvement at 517/241-4715.

